

~~SECRET~~
~~SECRET~~

TAB - C

Slot # 837

FILE SUPERVISOR GS-7

JOB SUMMARY:

The Cable Center is responsible for receiving, disseminating, dispatching, fulfilling service requests, and filing of all classifications of cables received from State, Army, Navy, Air, ICA and USIA as outlined in CIA Regulation No. 51-730 "Dissemination of Non-CIA Produced Cables and Telegrams".

The only complete files of all classifications of non-CIA cables are maintained in the Cable Center. Top Secret cables are kept for two years; cables classified Secret and below are kept for one year. The cable files have two primary subdivisions: producing agency and month received in the Cable Center. Within these two primary subdivisions, there are slight variations for each producing agency; but the reporting post and the cable number are usually the secondary subdivisions.

The Cable Center is responsible for fulfilling service requests which are requests for copies of cables, information, cable procurement, reference, and other related cable requests. Approximately 750 service requests are handled per month.

The Cable Center is responsible for procuring cables not routinely received by CIA or for those cables on which CIA was inadvertently left off the distribution. Liaison is maintained with State, Army, Navy, Air, ICA and USIA for all matters regarding cables.

The Cable Center maintains files of cable log records of Top Secret, Dulles, S/S (Department of State, Executive Secretariat) cables, as well as other related records.

The CIA cable number and the non-CIA cable reference is reported to the Cable Center by the CIA Cable Secretariat. The Cable Center notifies the OCI Secretariat and DD/P (OIS) of non-CIA cables referenced in CIA cables which are sent to the DCI. Approximately 75 CIA cables are reported per month.

DUTIES AND RESPONSIBILITIES:

A. Disseminating Cables

1. Reads and determines significance of intelligence data contained in ICA and State cables in terms of office requirements and priorities set forth in the Center's Reading Requirements Manual and in "Watch Items" or special requests.

NOTE: All non-CIA cables are received in multiple copies (3 to 16). The Cable Center's first responsibility is to determine dissemination of all except a processing copy (file copy), and jointly with the Despatch Desk to see that distribution takes place as promptly as possible.

This position serves as Junior Cable Analyst (trainee) in the Cable Center.

SECRET

B. Maintenance of Cable and Record Files

1. Responsible for the establishment and maintenance of file copies of all classifications of cables received by CIA from State, Army, Navy, Air, ICA and USIA. These are the central files of non-CIA cables in the agency.
2. Responsible for the maintenance of record files which include logs of Top Secret, sensitive, Dulles cables, and other related cable records of the Cable Center.
3. Responsible for filing Department of State S/S (sensitive cables), Top Secret cables. Also responsible for cross referencing Dulles and certain other cables.

C. Liaison

1. Incumbent is responsible for handling requests from CIA offices for copies of cables, and for the procurement of cables from the Department of State (other than sensitive) as well as from ICA and USIA when such cables have not been received in CIA.
2. Incumbent receives requests from originating agencies regarding recall of cables and completes action by contacting CIA recipients and returning cable to originator.

D. Other Duties and Responsibilities

1. Responsible for the preparation of the service request portion of the monthly activity report.
2. Responsible for suggesting and implementing new procedures for the more efficient exploitation of cable information.
3. Responsible for fulfilling service requests which are requests for copies of cables, information, cable procurement, reference, and other related cable requests.
4. Responsible for notifying the OCI Secretariat and the DD/P/OIS of non-CIA cables referenced in CIA cables which are sent to the DCI. This operation plays a vital role in the DD/I and DD/P areas inasmuch as the DD/I, DCI and Desk Officers in DD/P must be furnished with copies of the non-CIA cables. The conduct of many CIA operations depend upon the prompt receipt of non-CIA cables.
5. Responsible for the programmed destruction of all classifications of cables. Responsible for the retirement of Cable Center records.
6. Incumbent participates in rotation of duty (7:30-1600) every fifth pay period and works on Saturdays and holidays as scheduled.
7. Performs other duties as required.

SECRET

SUPERVISION:

Incumbent is under the supervision of the Section Chief, GS-13 who determines job assignments and interprets Cable Center policy regarding non-CIA cable matters. The daily questions in dissemination practice are referred to the Assistant Chief, GS-12.